

Building Malawi Trustee Report 2022

Vision and Mission

Vision

To help create a Malawi where everyone has access to libraries, sports facilities and educational facilities

Mission

To contribute to access to libraries, educational and sports facilities by raising money to fund their construction, commissioning builders to build them and developing partnerships with Malawian organisations to run them.

Key Objectives

Provide capital and management to build school facilities, libraries and sports facilities in Malawi

Empower local people and organisations to run these facilities as sustainable projects.

Identify and establish ways that the projects can become financially self-sufficient.

Organise and run projects in a professional and cost efficient manner

Ethos of BM

Small, focussed, flexible, Malawian run projects, experienced, past success, empowering, supportive, benevolent landlord, honest, professional, open & transparent, working as a team, meeting the needs of the community, small, dynamic, sustainable, successful, efficient, value for money, focus on infrastructure, all of the money donated goes to the cause and into tangible items such as libraries and schools with minimal UK running costs.

What do we do

Raise money through organising charity events, sponsored activities, commercial sponsorship and just giving.

Identify projects in Malawi using a robust needs assessment.

We employ Malawian builders and locally sourced materials to build infrastructure such as schools, libraries and sports facilities.

Establish partnerships with Malawian organisations to run these facilities.

The schools, libraries and sports facilities fund their own running costs - they

don't depend on our continuing support. This means that they are self sustainable.

Raise awareness of BM through the website, social media sites, email marketing and word of mouth

Provide information to people that want to visit our projects in Malawi

Encourage interested people to visit our projects

Stakeholders

Malawi National Library Service

Malawi Ascent Soccer

Malawi Department of Education

Malawi Department of Gender

Malawi Police Force

Lingadzi Academy Directors

Churches

Schools

Teachers

Malawi Lodge

The Community

Children and families

Other NGOs

Volunteers/ Visitors

Beneficiaries

UK Donors

Our fund raising strategy

Colchester Blues and Rock in the Garden mini festival (average £8,000/£9000 income)

Multiple just giving pages set up by fundraisers

In memoriam donations

Application to funding bodies (grants) - Rotary Clubs in England and Scotland, Lets Build (Norway), Turing Trust

Professional and open financial management

The Treasurer presents accounts at our quarterly trustee meetings as well as submitting them to the Charity Commission annually.

Decision making

4 trustees make decisions with the guidance of a larger committee where appropriate.

There must be written confirmation from at least a trustee, the chair and the treasurer that states that they are agreed to an amount of money being

released. This can be made in a meeting or in the case where decisions need to be made outside of a meeting, via email.

Management Team Roles and Responsibilities

Building Malawi is operated by a UK trustee group of 5 with a further group of meeting attendees that are invited to contribute to discussions about the charity and support with fundraising. All decisions are made by a vote of the 5 trustees

Caroline Bowden - Chair - responsible for calling meetings and ensuring due process is followed

Keith Fisher - Treasurer - responsible for finances

Tom Bowden - Project Manager - responsible for the implementation of projects in Malawi including communication with Malawian partners

Mike Dunn - responsible for inbound charity correspondence

Wider committee

Des Bowden

Joy Magna

And others, depending on the project

Frequency of meetings

Quarterly (or more frequently as appropriate)

Guidelines for any money that is spent

Full transparency

Have a Memorandum of Understanding or contract for each donation with a set term (with review dates)

Organisations we work with must demonstrate transparency of their accounts

Organisations we work with must demonstrate aptitude and work under our ethical standards

That none of our criteria will exclude the illiterate or very poor with no accounting skills

To use local builders and resources

In each project we must demonstrate an exit strategy

In each project we must demonstrate a need for our involvement (needs assessment)

Establish a method of measuring the success or failure of the project

Guidelines for organisations wishing to partner with us or wishing to

donate to us

We do not accept money for projects that are outside our aims and objectives

A memorandum of understanding should be in place for all large donations which states the intentions for the money

Should it be the case on a building project that has been funded by a single donor that money be used outside of a builder's contract (for example the costs of a site visit) we shall demonstrate this to the donor.

We must issue a report on work done and a thank you letter

How do we manage the Malawi end of the operation?

Tom Bowden is the Project Manager and is responsible for the delivery of projects in Malawi and he liaises regularly with our Malawian partners.

Partners in Malawi

The National Library Service of Malawi

Ascent Soccer

The Ministry of Education

The Ministry of Sport

The Ministry of Gender

Directors of Lingadzi Academy

Progress 2020/21

A large piece of land on the outskirts of Lilongwe was purchased by the charity over a period of some years. A library was built and some excellent quality soccer pitches were prepared as well as a hard netball court.

The soccer pitches, shower block and classrooms are utilised by a local charitable organisation, Ascent Soccer for elite sports boys and girls.

There are also informal soccer pitches/play areas which are heavily utilised by the local community. Large musical events have taken place on the land, run by the local community.

Last year a large community hall was built (a Hall for All) which has had a considerable amount of use by the local population for meetings and other events.

In preparation for further development on the site, a perimeter wall was completed.

Funding was provided for a tree project which was started up with a large number of trees which are now reaching maturity. There is a local manager of the nurseries employed by Building Malawi.

During the latter part of the year 2021 funding was provided by Let's Build (Norway) for school buildings to be built on the site. Four large classrooms were built using an earthbag technique which is more ecological (not requiring bricks to be fired by wood fires).

The school was opened at the beginning of 2022 with a full compliment of teachers and half capacity of students (years 2 and 4 initially) to start off the first year. The school will begin the academic year 2022/23 at full capacity with 4 classes and approximately 200 pupils altogether. There is an IT room as well as a laboratory serving the school. Furniture has been provided by funding from Rotary Clubs in UK, and IT equipment from the Turing Trust Charity (UK). Applications have been made for the funding of laboratory equipment.

Signed: Caroline Bowden

Chair Building Malawi

Date: 26 September 2022

Building Malawi
Financial Statement 1 January 2020 to 31 December 2021

INCOME

Lets Build	£	95,321
Big Foot	£	6,000
Rotary Colchester	£	6,901
Ardent	£	2,000
Dan Gascoyne	£	853
CAF	£	502
Blues & Rock	£	4,701
Ascent soccer	£	2,400
Just Giving	£	1,530
Sue Fisher	£	1,000
John Kohler	£	50
V Hallif	£	120
Other	£	100
Total	£	<u>121,478</u>

EXPENDITURE

School building	£	95,320
School development	£	10,000
Trees	£	910
Water tower	£	9,507
HS Salary	£	1,360
Decoration	£	150
Just Giving fees	£	216
School inspection	£	755
Desks		1090
Teacher Salaries		5454
	£	<u>124,762</u>

Opening balance	£	11,527
Income	£	121,478
Less expenditure	-£	<u>124,762</u>
Closing balance	£	<u>8,243</u>

To the trustees of Building Malawi

I, Dan Gascoyne have undertaken an independent examination of the following:

I have reviewed the minutes of meetings of charity trustees.

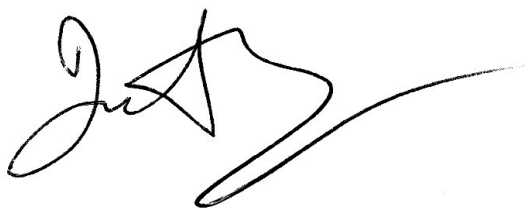
I have compared the accounts with the underlying accounting records.

I have made sure bank reconciliations and petty cash reconciliations have been undertaken including at the year-end and assessed the financial information relating to the year in question.

I am satisfied that proper accounting records were kept.

I am satisfied that the accounts accord with the accounting records. I have found no matters that I need to highlight in my independent examiners report.

Signed:

A handwritten signature in black ink, appearing to be 'Dan Gascoyne', with a long horizontal flourish extending to the right.

Dan Gascoyne
Maitlands South
Distillery Lane
CO2 8EZ

October 2022